



DEFENSE LANGUAGE INSTITUTE ENGLISH LANGUAGE CENTER
LACKLAND AIR FORCE BASE, TX 78236-5259

July 8, 2002
DLIELC 1025.15, Ch 1
LECT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

DLIELC INSTRUCTION 1025.15, CHANGE 1

SUBJECT: English Comprehension Level (ECL) Test Guidelines

1. PURPOSE

This transmits Change 1 to DLIELC Instruction 1025.15, same subject as above, dated October 1, 2001.

2. ACTION

2.1. Write-in change: Page 17, para 6.11.4., last line, add: "At locations where ECL testing of IMSs is conducted by the Base Education Office as a service for the International Military Student Office (IMSO), the request for a waiver in order to administer a third ECL test may be made by the IMSO, vice the TCO. In such cases, however, the IMSO should keep the TCO informed of these actions, so the TCO can maintain accurate records."

2.2. This change transmittal is to be filed at the beginning of the instruction in numerical sequence.

3. EFFECTIVE DATE

This change is effective immediately.

A handwritten signature in black ink, appearing to read "Michael J. Nichols", is positioned above the printed name.

MICHAEL J. NICHOLS, Colonel, USAF
Commandant



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October 1, 2001
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DLIELC Instruction 1025.15

SUBJECT: English Comprehension Level (ECL) Test Guidelines

- References:
- (a) DLIELC 1025.15, subject as above, September 10, 1999 (hereby superseded)
 - (b) Handbook for the American Language Course Placement Test (ALCPT), April 1999
 - (c) AFJI 16-105, Joint Security Assistance Training (JSAT), Chapter 3, June 5, 2000
 - (d) English Language Training Support for Security Assistance Offices, FY 01-02

1. REISSUANCE AND PURPOSE

This instruction prescribes policies and procedures governing acquisition, control and administration of the ECL test. The ECL test is used to determine English language proficiency of international military students (IMSS) being considered for assignment in the continental United States (CONUS) or training in International Military Education and Training (IMET) or Foreign Military Sales (FMS) programs. This test is also used to determine the English proficiency level of US military members who are not native speakers of English.

2. APPLICABILITY

The provisions of this instruction apply to all Security Assistance Offices (SAOs) and CONUS Test Control Officers (TCOs) of all services or agencies responsible for the selection of IMSS to attend IMET or FMS training. It also applies to services or agencies using the ECL test for the selection, placement or reclassification of US military personnel, or for determination of their English language competency for certain courses or jobs.

3. DEFINITIONS

3.1. Alternate Test Control Officer (ATCO). A person who has been appointed by the chief of a user agency to act in the absence of the TCO and who assumes all of the responsibilities of the TCO as outlined in paragraph 5.2.

3.2. ALCPT. A multiple-choice English language proficiency test consisting of a listening part and a reading part. When kept secure, the ALCPT gives similar scores to those of the ECL. It can be used in lieu of the ECL to evaluate civilian or military US government employees who are not native speakers of English or as a placement or graduation test in in-country English language training programs (ELTPs). (See Ref b.)

3.3. Certificate of Destruction (CD) (Encl E1). AF Form 1565 (DLIELC Overprint) or the generic AF Form 1565, Entry, Receipt and Destruction Certificate, used to document the destruction of test materials enumerated on the form. Completed forms are sent to Defense Language Institute English Language Center (DLIELC).

3.4. DLIELC Form 1025.15(A), ECL Test Administration Log (Encl E2). A standard form used to log the ECL test materials each time an ECL is removed from its secured area. Completed forms are returned to DLIELC at the end of the fiscal year.

3.5. ECL. Department of Defense (DoD) test for evaluating listening and reading comprehension proficiency in English (Encl E3). The term ECL also refers to the test score: an ECL score.

3.6. ECL Questionnaire. The form completed by the TCO annually (or as required), indicating the quantity of ECL materials needed. ECL materials will not be shipped until this form is submitted to DLIELC.

3.7. Proctor. A person assigned by the user agency to assist in monitoring the administration of the ECL test. Proctors must be US citizens who are employees of the US Government.

3.8. SAO. An in-country office responsible for security assistance. SAOs include, but are not limited to, Military Assistance Advisory Groups (MAAG), Offices of Military

Cooperation (OMC), Offices of Defense Cooperation (ODC), Defense Logistics Groups (DLG) and Defense Attache Offices (DAO).

3.9. TCO. A person who has been appointed by the chief of a user agency and who is authorized to obtain, control and administer the ECL test, as outlined in paragraph 5.2. All TCOs and ATCOs must be US citizens. They must be US military officers or noncommissioned officers (NCOs) in the rank of E-5 or above, or US Government Civil Service employees in the grade of GS-05 or above.

3.10. TCO Appointment Memorandum for Record (MFR) (Encl E4). The letter by which the chief of the user agency appoints the TCO/ATCOs for the test site. The MFR may be faxed initially, but the form with original signatures must subsequently be mailed to DLIELC. (See Encl E5 for fax number and mailing address.)

3.11. Test and Measurement Branch (LECT). The DLIELC office which is responsible for the development, maintenance and distribution of the ECL Test.

3.12. Test Site Control Number (TCN). The number assigned by DLIELC to identify a particular ECL testing location.

3.13. User Agency. Any US Government office or agency, including SAOs and CONUS offices, authorized to administer the ECL test to IMSS, civilians or US military personnel.

4. POLICY

The ECL test is the primary instrument used for measuring the English language proficiency of IMSS scheduled to attend IMET or FMS training. It may also be used as a criterion in the recruitment of US military personnel who are not native speakers of English or in the determination of their eligibility for commissioning, attending specific courses or holding certain jobs. The ALCPT, not the ECL, is used for prescreening purposes. User agencies are not to copy or duplicate any portions of the ECL or ALCPT test, nor can they release any ECL test materials to host-country or other unauthorized personnel.

5. RESPONSIBILITIES

5.1. The chief of the user agency will:

5.1.1. Assume overall responsibility for security of the ECL testing program and ECL test materials.

5.1.2. Select and appoint TCOs and ATCOs, and document selections on the TCO Appointment MFR (Encl E4).

5.1.3. Arrange for an investigation if loss/compromise of ECL test forms is suspected.

5.1.4. Alert DLIELC/LECT, destroy ECL materials on site and submit a CD to DLIELC/LECT in the event of the terminal absence of the TCO and ATCO(s) from a site without likelihood of replacement within a reasonable time, or in the event of a site's closing or going inactive for an extended period of time.

5.2. The TCO will:

5.2.1. Maintain test security at all times.

5.2.2. Receive, inventory and quality check controlled test materials immediately. Promptly sign and return the Picking List to DLIELC/LECT, after annotating any discrepancies on it.

5.2.3. Assess ECL test requirements annually and submit a completed ECL Questionnaire to DLIELC/LECT in order to receive new test materials at the beginning of the fiscal year.

5.2.4. Request/justify additional ECL forms during the year, if necessary.

5.2.5. Inventory ECL materials every six months and upon appointment as a new TCO. Notify the appropriate unified command and DLIELC/LECT immediately of any discrepancy. (See Encl E5 for DLIELC telephone numbers.)

5.2.6. Log test materials upon receipt and before/after each use on the ECL Test Administration Log (Encl E2). Submit the log to DLIELC/LECT at the end of the fiscal year.

5.2.7. Return or destroy test materials immediately, once new ECL tests have been inventoried or when directed by DLIELC. Follow the procedures outlined in 6.1.1.5.

5.2.8. Schedule tests and rotate test forms in an unpredictable order to avoid overexposure. Keep a record of examinees' names, scores, and test forms used in order to avoid

testing a candidate again with the same test. (Encl 6 provides a sample of an ECL Test Roster that can be used for this purpose.)

5.2.9. Arrange for any necessary test proctors for the ECL administration.

5.2.10. Ensure positive identification of all ECL test examinees.

5.2.11. Administer and score the ECL.

5.2.12. Send used answer sheets to DLIELC/LECT once a month, as outlined in 6.7.

5.2.13. Ensure overseas locations use the ALCPT, and not the ECL, for students in internal programs and for prescreening purposes.

5.2.14. Maintain copies of TCO documentation (TCO Appointment MFRs, submitted ECL Questionnaires, signed Picking Lists, CDs, etc.) in a file or continuity book for inspection purposes.

5.2.15. Follow the provisions of this instruction in all cases, unless a specific waiver has been granted.

5.2.16. Submit a request for waiver when unable to comply with the provisions of this instruction. (Refer to Encl E5 for address.)

5.3. The ATCO will:

5.3.1. Assume the responsibilities of an absent TCO.

5.3.2. Carry out TCO responsibilities as directed.

5.4. Test proctor(s) will assist the TCO/ATCO in distributing and collecting test materials and in the overall monitoring of the test administration.

5.5. DLIELC will:

5.5.1. Maintain test security at all times.

5.5.2. Assign TCNs.

5.5.3. Obtain TCO Appointment MFRs before shipping ECL materials and maintain a current list of TCOs.

5.5.4. Determine the total number and identify the specific ECL test forms which will be sent to each test site, based on the particular needs of the test site as identified on the ECL Questionnaire.

5.5.5. Ship new ECL tests annually by certified mail, provided the site is in compliance with regard to ECL test documentation and used answer sheet submission.

5.5.6. Provide instructions for obtaining, controlling, administering and destroying the ECL.

5.5.7. Authorize waivers of the requirements and procedures in this instruction.

6. PROCEDURES

Paragraphs 6.1 through 6.9 describe procedures for the TCO (unless otherwise specified) common to all types of ECL testing. Paragraphs 6.10, 6.11, and 6.12 give specifics that are peculiar to overseas testing, CONUS IMS (direct entry) testing, and testing of US personnel, respectively.

6.1. Obtaining, storing and accounting for the ECL.

6.1.1. The TCO will:

6.1.1.1. For established sites, reference the TCN in all correspondence with DLIELC.

6.1.1.2. Upon receiving the ECL test package, immediately open and inventory it. Sign and date one copy of the "Picking List," after annotating any discrepancies on it, and return it to DLIELC/LECT. (See Encl E5 for mailing address.)

6.1.1.3. Store controlled test materials (booklets, scoring key, and test tape/compact disc) in a standard safe or in a metal file cabinet equipped with a key and bar-locking mechanism, and log materials out whenever they are removed from secure storage. (Completed DLIELC Forms 6748, DLIELC Test Answer Sheets, [Encl E7] are considered controlled materials.)

6.1.1.4. Document a thorough physical inventory of all test materials every six months and upon assuming or relinquishing TCO duties.

6.1.1.5. Immediately destroy the previous fiscal year's test materials when the ECL series for the new fiscal year is received or when directed to do so by DLIELC. Document destruction action on AF Form 1565 (Encl E1) and mail the CD to DLIELC/LECT within 30 calendar days. (See Encl E5 for mailing address.) The process should be carried out as follows:

6.1.1.5.1. Using AF 1565, itemize all of the materials to be destroyed, identifying the test booklets by form and booklet numbers. Also list the cassette tapes or compact discs and scoring keys, and note the quantity of each item destroyed.

6.1.1.5.2. Shred or burn the test booklets. Cut with scissors or degauss the cassette tapes. Break compact discs. Cut up the acetate scoring keys with scissors.

6.1.1.5.3. Sign the CD form and have a witness attest (sign) to the destruction of the materials. Mail the original document to DLIELC/LECT.

6.1.2. The chief of the user agency will:

6.1.2.1. Send DLIELC/LECT a TCO Appointment MFR (Encl E4) and a letter of justification with a brief description of the program's testing objectives to establish a new test site. (See Encl E5 for mailing address.) Upon receipt, DLIELC/LECT will forward the agency a letter assigning a TCN.

6.1.2.2. Promptly submit another TCO Appointment MFR which states the current appointment is "vice" that of the previous TCO or ATCO, and which includes sample signature(s), when a new TCO or ATCO replaces an incumbent TCO or ATCO.

6.2. Preparation before test administration date. The TCO will:

6.2.1. Obtain a list of examinees and ensure each candidate is tested only after an appropriate interval. (See paragraphs 6.10, 6.11, and 6.12 for specifics.)

6.2.2. Ensure examinees are informed they need to present photo identification before taking the exam and will not be allowed to bring items, such as dictionaries, paper, books, etc., into the testing room on the day of the test. If pencils are not to be provided, inform them to bring two soft-lead pencils with erasers. Also, tell them how they may obtain their results.

6.2.3. Arrange for and assign any necessary proctors, at a ratio of at least one for every 15 examinees.

6.2.4. Select a well-lighted, ventilated, quiet room (with facilities for playing a cassette or audio compact disc) for the test administration.

6.2.5. Fill out the test answer sheet header information, to include the examinee's name, name of the TCO or ATCO, name of the examinee's country, date of the test, and Test Site Control Number (in TCN block). Enter the test form (ID) only after the test is administered. Encl E7 provides a sample of a completed DLIELC Form 6748. (In CONUS, inclusion of the required ECL score is mandatory.)

6.2.6. Listen to each recording before the test administration date to ensure adequate sound quality.

6.3. Preparation on the day of the test. The TCO will:

6.3.1. Log out the appropriate testing materials on the ECL Test Administration Log (Encl 2). For purposes of test security, scoring keys should not be removed from the secure area, and tests should not be scored in the testing room.

6.3.2. Check test booklets to ensure no pages are missing or marked from previous administrations.

6.3.3. In the testing room, before the examinees arrive, ensure:

6.3.3.1. The proctors are reminded to remain continuously attentive to the examinees during the testing period and to refrain from listening to or reading the test itself.

6.3.3.2. That all test administrators understand:

6.3.3.2.1. Monitoring responsibilities, i.e., carefully listening and watching for signals such as pencil tapping, foot scraping or tapping, coughing, mike tapping, signals by hand, foot or fingers, or any other systematic moves.

6.3.3.2.2. Appropriate methods for stopping suspected signaling, such as standing quietly behind a signaler.

6.3.3.2.3. The critical importance of examinees' completing the ECL test without any assistance.

6.3.4. Set up the audio-recorded portion of the test and check the volume to make sure the recording can be heard clearly at all places where the examinees will be seated. (In case of erasure or any kind of audio defect, return the cassette or compact disc to the Logistics Branch [LERW] for replacement. See Encl E5 for mailing address.)

6.3.5. When the examinees arrive, place a sign saying "QUIET--TESTING IN PROGRESS" (or words to that effect in both English and the host-country language) on the door and in adjoining areas to limit outside noise.

6.3.6. Ensure positive identification of each examinee. The TCO can normally accomplish this by checking each examinee's photo identification and crosschecking it against the list of candidates to be tested.

6.3.7. Separate examinees far enough from each other in the testing room to preclude any test compromise. Examinees should not be allowed to choose where they will sit. They should be randomly assigned to seats and informed of their seat assignments only as they enter the testing area.

6.3.8. Ensure the examinees have no papers, books, dictionaries, etc., with them, and each has two sharpened soft-lead pencils with erasers.

6.3.9. Be present at all times in the testing room during the administration of the ECL test. Only TCOs, ATCOs, proctors and examinees are allowed in the testing room during the actual testing.

6.4. Giving the directions. The TCO will:

6.4.1. Give the directions clearly, in English, using the script below. (Supplementary directions may be given if necessary, but it is best to keep directions as standardized across test administrations as possible.) An interpreter may be used for assistance in giving preliminary directions but must leave the testing room before the TCO distributes the test booklets, as must any other unauthorized personnel. The pretest briefing should not take more than 15 minutes.

6.4.2. Before distributing the answer sheets, say to the examinees:

LADIES AND GENTLEMEN, YOU ARE HERE TO TAKE AN ENGLISH EXAMINATION. DO YOUR BEST. YOU SHOULD HAVE WITH YOU A PENCIL AND AN ERASER. DO NOT TALK DURING THE EXAMINATION. IF, FOR ANY REASON, ANY OF YOU MUST LEAVE THE ROOM BEFORE FINISHING THE TEST, I (WE) WILL PICK UP YOUR TESTING MATERIALS, AND YOU WILL NOT BE PERMITTED TO RETURN TO THE TEST ROOM. IF YOU HAVE ANY QUESTIONS, RAISE YOUR HAND, AND I (WE) WILL COME TO HELP YOU.

ARE THERE ANY QUESTIONS? (Pause for questions.)

I (WE) WILL NOW GIVE YOU YOUR ANSWER SHEETS.

6.4.3. Distribute only the answer sheets; then say:

THE TEST CONSISTS OF TWO PARTS. PART ONE IS LISTENING AND HAS 66 QUESTIONS. AFTER YOU HEAR THE QUESTION, MARK THE CORRECT ANSWER, A, B, C, OR D, ON YOUR ANSWER SHEET. PART TWO IS READING. THE QUESTIONS FOR PART TWO ARE IN YOUR BOOKLET. READ EACH QUESTION IN PART TWO AND MARK YOUR ANSWER SHEET.

DO NOT MARK MORE THAN ONE ANSWER FOR EACH QUESTION. MAKE SURE YOU ANSWER EACH ITEM, EVEN IF YOU ARE NOT SURE OF THE CORRECT ANSWER. IF YOU MAKE A MISTAKE OR AN EXTRA MARK, ERASE IT COMPLETELY. USE ONLY A PENCIL, AND MARK A HEAVY, DARK MARK IN THE PROPER PLACE ON YOUR ANSWER SHEET. DO NOT WRITE IN THE TEST BOOKLET. CONTINUE WITH PART TWO OF THE TEST AS SOON AS PART ONE IS FINISHED. YOU WILL HAVE 30 MINUTES TO FINISH PART TWO. IF YOU FINISH EARLY, RAISE YOUR HAND, AND I (WE) WILL COME AND TAKE YOUR TEST MATERIALS.

ARE THERE ANY QUESTIONS? (Pause for any questions. A visual aid may be helpful in demonstrating how to mark answer sheets correctly.)

I (WE) WILL NOW PASS OUT THE TEST BOOKLETS. WRITE THE BOOKLET NUMBER ON YOUR ANSWER SHEET. STAY IN YOUR PLACES AND DO NOT TALK. DO NOT OPEN YOUR TEST BOOKLETS UNTIL YOU ARE TOLD TO DO SO.

6.4.4. Ensure that only authorized personnel (TCOs, ATCOs, proctors and examinees) are present in the testing room. Interpreters must leave the testing room at this point, before the booklets are distributed.

6.4.5. Distribute the test booklets, passing a test booklet directly to each examinee. Ensure each examinee has written the number of his booklet on the answer sheet. If in a lab, additionally require the students to write the seat numbers on the answer sheets. Then say:

NOW, LISTEN TO THE DIRECTIONS ON THE TEST AND BEGIN.

6.4.6. Play the recording only once during the test. Do not stop it or replay any portion of it after it has been started.

6.4.7. Ensure that in the first few minutes of the test, the proctors circulate quickly and quietly around the room, viewing the test materials of each examinee and checking to see that answer sheets are being marked properly. Ensure also that the monitors are attentive to any problems that examinees may have with the audio reception.

6.4.8. Say, when the listening part of the test is finished:

PART TWO WILL BE READING. READ THE DIRECTIONS FOR PART TWO. YOU HAVE 30 MINUTES TO COMPLETE PART TWO. IF YOU FINISH EARLY, RAISE YOUR HAND, AND I (WE) WILL COME AND TAKE YOUR TEST MATERIALS. YOU MAY BEGIN NOW.

6.4.9. Write the exact time the test will end on the chalkboard or a piece of paper which is visible to the examinees. At 10 minutes and one minute before the end of the test, give warnings such as, "The test will end in 10 minutes."

6.4.10. Ensure that if an examinee completes the test early, he/she remains in place and raises his/her hand. One of the test proctors will quietly approach the examinee, collect the test materials, and verify that no test components are missing. Only after an examinee's test materials have been verified as returned and complete will the TCO dismiss the examinee from the test room.

6.4.11. Say, when the allotted time is over:
STOP! THE TEST IS OVER. PUT YOUR PENCILS DOWN AND CLOSE THE TEST BOOKLET. REMAIN IN YOUR PLACES UNTIL I (WE) HAVE COLLECTED ALL TEST MATERIALS.

6.5. Post-test procedures. The TCO will:

6.5.1. Collect and verify the return of all test materials (booklets and answer sheets) from the remaining examinees as quickly as possible. As in the case of examinees who finish the test early, the TCO will dismiss each remaining examinee upon verifying that all test materials have been returned.

6.5.2. Conduct a final check of all the answer sheets and booklets, ensuring the booklets are intact and unmarked.

6.5.3. Return all testing materials to the secured area.

6.5.4. Annotate the DLIELC Form 1025.15(A).

6.5.5. Write the test form ID (2002A, 2002B, etc.) on each used answer sheet.

6.6. Scoring procedures. The TCO will:

6.6.1. Neither score answer sheets in the presence of, nor show answer sheets to, the examinees, host-country personnel, foreign nationals, or unauthorized US personnel.

6.6.2. Scan each answer sheet to ensure there is only one answer marked for each test item. If there are two or more marks for any one item, erase all marks for that item. The examinee will not receive credit for the item.

6.6.3. Not make any marks on the used answer sheets, except for the boxed-in areas which include student name and TCN. Marks such as Xs on incorrect items may create a test security risk, since a "corrected" answer sheet is essentially another key to the correct answers.

6.6.4. Select the correct scoring key. For example, use the Form A scoring key to score answer sheets for Form A of the ECL test. Place the scoring key over the answer sheet. To ensure the two are aligned, use the black marks at the left.

6.6.5. Using the scoring key, count the number of correct answers (raw score) on the answer sheet. This number is the ECL score. Enter this number in the space marked "Raw Score" on the answer sheet. (NOTE: The "Conv score" slot is used only for some ALCPT forms and other tests.) If possible, arrange for more than one authorized person (TCO/ATCO) to score each answer sheet to ensure accuracy. If two persons are not available, count the number of correct answers twice for each answer sheet.

6.6.6. Not make copies of the used answer sheets for any purposes. For reference, maintain a record of information such as names of examinees tested, test dates, test form administered, and ECL scores. An ECL Test Roster (Encl E6) can be used for this purpose.

6.7. Disposition of scores/answer sheets. The TCO will:

6.7.1. Prepare the used answer sheets (not copies) for shipment with a double wrapping and label the inner envelope or package:

FOR OFFICIAL USE ONLY

TEST MATERIAL

TO BE OPENED BY THE NONRESIDENT ECL TEST MONITOR ONLY

6.7.2. Include the mailing address for DLIELC/LECT in the inner envelope or package. (See Encl E5 for the address.)

6.7.3. Use the DLIELC/LECT mailing address on the outer envelope or package. Once a month, send answer sheets, by certified or registered mail. Ensure the TCN is entered in the

boxes at the top right-hand corner of each answer sheet. Review paragraph 6.2.5. of this instruction for procedures on preparing answer sheets for examinees to ensure all sheets have been properly completed.

6.7.4. Submit the completed DLIELC Form 1025.15(A) to DLIELC/LECT at the end of the fiscal year. (See Encl E5 for mailing address.)

6.8. Ensuring test security.

6.8.1. The chief of the user agency has overall responsibility for test security and for ensuring those US military or civilian employees who handle and administer the ECL test conduct themselves in a way that does not result in possible compromise of the test. Potential compromise situations include, but are not limited to, the following:

6.8.1.1. Failing to identify examinees properly.

6.8.1.2. Reviewing, accessing or allowing review of or access to, controlled test materials by any individual not specifically authorized.

6.8.1.3. Discussing orally or in writing the contents of test materials with an unauthorized person.

6.8.1.4. Bringing any unauthorized material into the examination room.

6.8.1.5. Reproducing or copying any test materials.

6.8.1.6. Permitting unauthorized removal of test materials from the examination room.

6.8.1.7. Leaving examinees unsupervised during a test session.

6.8.1.8. Being unable to account for the location or disposition of test material. Disclosing or releasing superseded test material to unauthorized personnel.

6.8.1.9. Improperly packaging or labeling test material for mailing, which could result in unauthorized disclosure.

6.8.1.10. Permitting an unauthorized person to open, or otherwise tamper with, any package containing test materials.

6.8.1.11. Improperly storing test materials

6.8.2. ECL materials may be used only by the TCO/ATCO of the site which requested them and may not be transferred to other locations or exchanged for those of other locations unless the transfer or exchange is authorized by DLIELC/LECT.

6.8.3. TCOs in overseas locations must ensure that the ECL is not used for prescreening or other unauthorized purposes. The prescreening of candidates for CONUS training, internal evaluation in contractor-conducted training and qualification in in-country programs is to be conducted with the ALCPT, not the ECL. If the ALCPT is properly controlled and administered, the results have a high correlation with those of the ECL test. The use and interpretation of the ALCPT are covered in ref b. A copy of the ALCPT Handbook is normally included with ECL kits shipped overseas.

6.9. Reporting and investigating the loss or possible compromise of ECL tests.

6.9.1. The TCO will:

6.9.1.1. Treat the test as compromised.

6.9.1.2. Immediately stop using and secure the test form or forms involved.

6.9.1.3. Immediately report the loss, compromise or suspected compromise of any form of the test by phone, fax or e-mail to the unified command and to DLIELC/LECT. The report will provide the test identification, date or probable date of loss or compromise, location and geographical extent of the jeopardized area, verification that all testing with the suspected form within the jeopardized area has been stopped, and the parts of the test which are missing, compromised or suspected

of compromise (for example, ECL Form 02A: booklets 5 and 6 missing, score key missing, etc.).

6.9.2. The chief of the user agency will:

6.9.2.1. Conduct an internal investigation and/or arrange for an external investigation by an outside agency to determine facts concerning loss or compromise.

6.9.2.2. Send a complete report of the investigation, including findings and a statement of remedial action taken, to the appropriate unified command and to DLIELC/LECT, within 30 calendar days from the date on which the test was reported lost or compromised. (See Encl E5 for mailing address.) The user agency will not resume testing with the suspected test forms until so authorized by DLIELC.

6.10. Overseas testing program management procedures. The TCO will:

6.10.1. Rotate the use of ECL test forms in a randomized sequence (e.g., 02E, 02C, 02 A, 02D, etc.) so all forms are administered once before any form is used again.

6.10.2. Request additional test forms (up to a maximum of 12) as needed. Send requests for additional test forms with justification to DLIELC/LECT (see Encl E5 for mailing address); use the same address to request additional test answer sheets.

6.10.3. Consolidate all ECL testing at one location on one day each month. This would represent the ideal testing arrangement, since each ECL test form would then be used only one time. Under no circumstances should ECL testing be conducted more than once every two weeks at any testing location.

6.10.4. Ensure that examinees who fail to obtain a required ECL score after completing the test do not retest before 30 calendar days have elapsed. Make sure examinees are retested with a different form and they have been enrolled in a full-time intensive English language program during this 30-day period.

6.10.5. Ensure that a person who attains the required ECL score more than 105 days before the report date for his/her CONUS course is retested with a different form of the test before

departure. ECL test scores are valid for 105 calendar days from the date of testing.

6.11. CONUS testing of IMSs (Direct Entry).

6.11.1. International students who qualify for direct entry to training, bypassing language training, will be ECL tested at their first training location in CONUS, per ref c.

6.11.2. For IMSs undergoing or scheduled to attend IMET- or FMS-sponsored training, the TCO will fill in the answer sheets with the project code/case letters, worksheet control number (WCN), and sponsoring service (B for Army, D for Air Force, and P for Navy), in addition to the information required in paragraph 6.2.5. above. A sample of a completed answer sheet (Encl E7) is attached. Required score of follow-on-training (FOT) must be recorded in the appropriate space.

6.11.3. The TCO will use one of the three ECL test forms provided to administer entry tests to all direct-entry international students three to five days after their arrival. (DLIELC graduates are not tested.) The delay in testing is to allow for jet-lag recovery and adaptation to their new environment.

6.11.4. The TCO will schedule any student who fails to achieve the required ECL on course entry for a second ECL test (with a different form) within one or two days. (A student will never be tested twice on the same day.) Only two test administrations are authorized per student (initial test and one retest). To administer a second retest, the TCO must obtain permission from the appropriate military department (MILDEP) and DLIELC/LECT. Call or FAX DLIELC/LECT (see Encl E5 for telephone/FAX numbers) to provide pertinent information in requesting DLIELC waivers.

6.11.5. The TCO will report all failing scores to the MILDEP and DLIELC/LECT. (See Encl E5 for mailing address.) If a student fails a second time to achieve the required ECL, immediately inform MILDEP and DLIELC/LECT by telephone. The MILDEP is responsible for determining subsequent action.

6.12. Testing US military personnel.

6.12.1. The ECL test may be used in the official selection process for entry into military service to determine the English language proficiency of nonnative speakers of English. It may also be used as a prerequisite for certain US military training courses or for job reclassification.

6.12.2. Where testing circumstances allow, TCOs should consolidate the testing of examinees as much as possible through the use of regularly scheduled testing dates. An unsuccessful candidate must not be retested before 30 days have elapsed.

6.12.3. Agencies in CONUS or outside CONUS (including Base Education Offices) which train US military, family members, or civilians should use the ALCPT to measure student progress in English or to establish the English language qualifications for trainees. See DLIELC Catalogs for information about procuring the ALCPT and ref b for information on the administration and interpretation of the ALCPT.

6.12.4. In the case of a major Military Entrance Processing Station (MEPS) that serves as a hub for smaller satellite MEPS (i.e., lends ECL materials to them), the chief of the hub MEPS will ensure:

6.12.4.1. DLIELC/LECT receives a list of its satellite MEPS at the beginning of each fiscal year.

6.12.4.2. The hub maintains copies of the satellite MEPS' current TCO Appointment MFRs.

6.12.4.3. TCOs at satellite MEPS:

6.12.4.3.1. Receive copies of the current DLIELC Instruction 1025.15.

6.12.4.3.2. Submit original TCO Appointment MFRs to DLIELC/LECT and keep a copy at their site.

6.12.4.3.3. Reference the TCN of the hub MEPS on all correspondence with DLIELC/LECT.


6.13. Requesting a waiver. When user agencies find that compliance with any requirement or procedure in this instruction is impractical or impossible due to unique local circumstances, they may request a waiver for that requirement or procedure. To obtain a waiver, the TCO will submit a letter to DLIELC/LECT, who may authorize a waiver to the requirements and procedures in this instruction. (See Encl E5 for mailing address.)

7. SUMMARY OF REVISIONS

This revision incorporates changes reflected in the previous change sheet (i.e., a new e-mail address and a suspense for CD submission) as well as a change in the procedures for, and frequency of, mailing in used answer sheets to DLIELC for CONUS TCOs. It also provides more detailed guidance on ECL test destruction procedures and outlines the testing program responsibilities of hub MEPS.

8. EFFECTIVE DATE

This instruction is effective immediately.


LAWRENCE SANSONE, LTC, USA
Commandant

Enclosures-7

1. Certificate of Destruction
2. ECL Test Administration Log
3. Description of an ECL Test and Contents of a Standard ECL Test Package
4. TCO Appointment MFR
5. Contact Information
6. ECL Test Roster
7. Sample DLIELC Form 6748, Test Answer Sheet

E1. ENCLOSURECertificate of Destruction

ENTRY, RECEIPT AND DESTRUCTION CERTIFICATE		1. LOCAL CONTROL/REGISTER PAGE NO.	2 PAGE OF PAGES
I. REMOVAL AND ENTRY DATA			
3. TO: DLIELC/LECT 2230 ANDREWS AVE LACKLAND AFB 78236-5259		4. FROM (To be filled in when certificate is required by originator)	
5. BASIC DOCUMENT (Title, date, and control number)		6. AMENDMENT (Change no., date, copy no., and control/register page no.)	
7. DESCRIPTION OF SECTION(S) AMENDED. (Part, Chapter, annex attachment, appendix, etc.)		8. REMOVE PAGE(S)	9. ENTER PAGE(S)
SAMPLE			
II. CERTIFICATE OF RECEIPT			
10. <input type="checkbox"/> I acknowledge receipt of document described in item 6.		11. <input type="checkbox"/> I acknowledge receipt of removed pages.	
12. DATE	13. ORGANIZATION AND OFFICE	14. SIGNATURE AND GRADE	15. HIGHEST CLASSIFICATION OF PAGES
III. CERTIFICATE OF REMOVAL AND ENTRY			
16. I certify that all applicable pages listed in item 8 have been removed. All applicable pages listed in item 9 have been entered in copy # _____ of basic document. DISCREPANCIES: <input type="checkbox"/> None. <input type="checkbox"/> As listed on reverse.			
17. DATE	18. ORGANIZATION AND OFFICE	19. SIGNATURE AND GRADE	20. HIGHEST CLASSIFICATION OF PAGES REMOVED
IV. CERTIFICATE OF DESTRUCTION			
21. I certify that all removed pages have been <input type="checkbox"/> destroyed <input type="checkbox"/> committed to the special destruction acty according to AFR 205-1			
22. DATE DESTROYED	23. PRINTED NAME AND GRADE (Destroying official)	24. SIGNATURE	
25. CERTIFICATE NO.	26. PRINTED NAME AND GRADE (Witnessing official)	27. SIGNATURE	

AF FORM 1565, 19720221, CONTINUATION SHEET			
Site Number: _____			
TEST FORM ID	BOOKLET NUMBERS	CASSETTES	ANSWER KEYS
1. _____	_____ to _____	_____	_____
2. _____	_____ to _____	_____	_____
3. _____	_____ to _____	_____	_____
4. _____	_____ to _____	_____	_____
5. _____	_____ to _____	_____	_____
6. _____	_____ to _____	_____	_____
7. _____	_____ to _____	_____	_____
8. _____	_____ to _____	_____	_____
9. _____	_____ to _____	_____	_____
10. _____	_____ to _____	_____	_____
11. _____	_____ to _____	_____	_____
12. _____	_____ to _____	_____	_____

SAMPLE

AF FORM 1565, 19720221 (EF-V2) .

E3. ENCLOSURE 3

Description of an ECL Test and Contents of a Standard ECL Test Package

E3.1. Description of the ECL test

E3.1.1. Three different forms of the ECL test are available for use in CONUS and 12 different forms are available for use overseas. These forms are identified by a number (the fiscal year) and a letter of the alphabet (A thru O). For example, the 15 forms produced for fiscal year 2002 are marked 2002A, 2002B, 2002C, etc. Each form has 100 items. All items are multiple choice with four options.

E3.1.2. The ECL test is divided into two parts: a listening part (66 items) and a reading part (34 items). Part I, the listening part of the test, is recorded on cassette tape or compact disc. This part is designed to determine the examinee's ability to understand spoken English. During this part of the test, the examinee hears questions or statements on the test recording. The examinee selects one of four options for each item in the test booklet. Then, the examinee marks an answer sheet indicating his/her choice by blackening a circle marked a, b, c or d.

E3.1.3. The second part of the test, the reading part, is designed to test the examinee's ability to recognize correct grammatical forms and to understand written material. Both the stem and the options appear in the test booklet. Answers to the reading items are marked on the answer sheet in the same manner as for the listening part.

E3.2. Contents of a standard ECL package

The number of test forms furnished will depend on the test site's requirements. Each ECL package contains the following:

E3.2.1. One copy of this instruction and for overseas sites, one copy each of the Handbook for the American Language Course Placement Test (ALCPT) and DLIELC Instruction 1025.7, Planning and Programming Security Assistance English Language Training.

E3.2.2. The specified number of ECL booklets for each form furnished.

(NOTE: The number of booklets can be changed at the request of the TCO, with adequate justification.)

E3.2.3. One copy of the scoring key for each ECL form furnished.

E3.2.4. Two cassettes (or one audio compact disc) of the listening portion of the test for each ECL form furnished.

E3.2.5. A WARNING card, kept with test materials, reminding the TCO of test security precautions.

E3.2.6. An estimated year's supply of answer sheets.

E3.2.7. DLIELC Form 1025.15(A), ECL Test Administration Log.

E3.2.8. AF Form 1565 (DLIELC Overprint), Entry, Receipt and Destruction Certificate

E3.2.9. TCO Appointment MFR (blank, for appointment of new TCO/ATCO)

E3.2.10. DLIELC Test Kit Receipt (Picking List or Inventory List)

E4. ENCLOSURE 4TCO Appointment MFR

MEMORANDUM FOR RECORD

SUBJECT: Appointment of English Comprehension Level (ECL) Test Control Officer (TCO) and Alternate Test Control Officer (ATCO)

REF: DLIELC Instruction 1025.15 (latest issue)

1. The following personnel are appointed subject duties for Site # _____ IAW reference, effective _____, or until officially relieved or released from appointment. Signatures below signify that the appointee has read and understood DLIELC Instruction 1025.15 and agrees to follow its provisions.

TCO (print or type name)

RANK

SERVICE

E-MAIL ADDRESS

SIGNATURE

ATCO (print or type name)

RANK

SERVICE

E-MAIL ADDRESS

SIGNATURE

ATCO (print or type name)

RANK

SERVICE

E-MAIL ADDRESS

SIGNATURE

ATCO (print or type name)

RANK

SERVICE

E-MAIL ADDRESS

SIGNATURE

2. Appointments above supersede the previous TCO/ATCOs (provide names):

3. Please mail to: DLIELC/LECT
2230 ANDREWS AVE
LACKLAND AFB TX 78236-5207

Signature of Installation Commander/Appointing Official

Date

E5. ENCLOSURE 5

Contact Information

E5.1. Be sure to include the TCN of your test site when contacting DLIELC. Use the appropriate address (para E5.2. or para E5.4.) for correspondence.

E5.2. To report test compromise (immediate initial notification and final investigation report):

DLIELC/LECT
2230 ANDREWS AVE
LACKLAND AFB TX 78236-5207

Message address: DLIELC LACKLAND AFB TX//LECT//
E-mail: DLITesting@lackland.af.mil
Telephone: Commercial (210) 671-4889/4890
DSN 473-4889/4890
FAX: Commercial (210) 671-0211; DSN 473-0211

The report must also be submitted to the appropriate unified command.

E5.3. Also use the address/numbers in para E5.2. to send in letters of appointment of TCO/ATCO, used answer sheets, test administration logs, the signed and dated DLIELC Test Kit Receipt (Picking List) and signed certificates of destruction; to report failing scores within CONUS; to request additional test forms, permission for a second retest within CONUS and authorization for waivers.

Note: The appropriate MILDEP must also be notified of failing scores for direct entries within CONUS.

E5.4. To correspond with the office responsible for shipping test materials (to request replacement for a blank tape, etc.):

DLIELC/LERW
2235 ANDREWS AVE
LACKLAND AFB TX 78236-5259

Telephone: Commercial (210) 671-4711/3645; DSN 473-4711
FAX: Commercial (210) 671-3063; DSN 473-3063

E7. ENCLOSURE 7Sample DLIELC Form 6748, Test Answer SheetDLIELC TEST
ANSWER SHEET

Booklet # _____

STUDENT NAME:	Lt. Wiz Oroz	
INSTRUCTOR NAME/TCO:	Johnson	
COUNTRY/LOC CODE:	Omega	
PROJECT:	ImET 02	WCN: 5135
SPONSOR SERVICE:	B	
TEST DATE:	02 Jan 18	
	(year)	(month) (day)
TEST ID:	2002E	
RAW SCORE:	83	CONV. SCORE: _____ REQ ECL: _____

STUDENT ID NUMBER										TCN		
										2	1	2
0	0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	2	1
2	2	2	2	2	2	2	2	2	2	2	3	2
3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9

Seat _____ Lab _____

- SAMPLE**
- | | | | | | |
|------------|------------|------------|------------|-------------|-------------|
| 1 a b c d | 21 a b c d | 41 a b c d | 61 a b c d | 81 a b c d | 101 a b c d |
| 2 a b c d | 22 a b c d | 42 a b c d | 62 a b c d | 82 a b c d | 102 a b c d |
| 3 a b c d | 23 a b c d | 43 a b c d | 63 a b c d | 83 a b c d | 103 a b c d |
| 4 a b c d | 24 a b c d | 44 a b c d | 64 a b c d | 84 a b c d | 104 a b c d |
| 5 a b c d | 25 a b c d | 45 a b c d | 65 a b c d | 85 a b c d | 105 a b c d |
| 6 a b c d | 26 a b c d | 46 a b c d | 66 a b c d | 86 a b c d | 106 a b c d |
| 7 a b c d | 27 a b c d | 47 a b c d | 67 a b c d | 87 a b c d | 107 a b c d |
| 8 a b c d | 28 a b c d | 48 a b c d | 68 a b c d | 88 a b c d | 108 a b c d |
| 9 a b c d | 29 a b c d | 49 a b c d | 69 a b c d | 89 a b c d | 109 a b c d |
| 10 a b c d | 30 a b c d | 50 a b c d | 70 a b c d | 90 a b c d | 110 a b c d |
| 11 a b c d | 31 a b c d | 51 a b c d | 71 a b c d | 91 a b c d | 111 a b c d |
| 12 a b c d | 32 a b c d | 52 a b c d | 72 a b c d | 92 a b c d | 112 a b c d |
| 13 a b c d | 33 a b c d | 53 a b c d | 73 a b c d | 93 a b c d | 113 a b c d |
| 14 a b c d | 34 a b c d | 54 a b c d | 74 a b c d | 94 a b c d | 114 a b c d |
| 15 a b c d | 35 a b c d | 55 a b c d | 75 a b c d | 95 a b c d | 115 a b c d |
| 16 a b c d | 36 a b c d | 56 a b c d | 76 a b c d | 96 a b c d | 116 a b c d |
| 17 a b c d | 37 a b c d | 57 a b c d | 77 a b c d | 97 a b c d | 117 a b c d |
| 18 a b c d | 38 a b c d | 58 a b c d | 78 a b c d | 98 a b c d | 118 a b c d |
| 19 a b c d | 39 a b c d | 59 a b c d | 79 a b c d | 99 a b c d | 119 a b c d |
| 20 a b c d | 40 a b c d | 60 a b c d | 80 a b c d | 100 a b c d | 120 a b c d |